



## ROCKY MOUNTAIN COORDINATING GROUP

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**Bureau of Indian Affairs** (Southwest, Rocky Mountain and Great Plains Regions)  
**Bureau of Land Management** (Colorado and Wyoming)  
**Fish and Wildlife Service** (Mountain/Prairie Region)  
**Forest Service** (Rocky Mountain Region)  
**National Park Service** (Intermountain and Midwest Regions)  
**State Agencies in Colorado, Wyoming, South Dakota, Nebraska and Kansas**

**April 8, 2004**

**Fort Collins, Colorado**

**Members Present:**

Rich Homann  
Ray Weidenhaft  
Steve Hasenohrl (for Joe Lowe)  
Darrell Ausborn  
Linden Wiebe  
Dave Carter  
Len Dems  
Bill Wallis  
Jim Fletcher  
Joyce Feeley

**Guests:**

Jim Krugman – USFS, R2 Regional Office  
Bob White – Hutchinson College  
Ross Hauck - Kansas Forest Service  
Rodney Redinger - Kansas Forest Service

**Members Missing:**

Joe Lowe  
John Glenn  
Casey McCoy  
John Waconda  
Don Westover

**Additional Agenda Items, Rich Homann**

The agenda was reviewed and some changes were made.

**Multi-Coordinating Group (MAC) Exercise**

Most things seem to be developing as planned. Len Dems confirmed that Alan Cox would be the MAC Group Coordinator. Alan will facilitate the exercise and meeting, as well as assist RMCG to prepare a 2004 MAC package. The MAC package will:

- ? Reaffirm priorities
- ? Explain what MAC is and does
- ? Contain Delegations of Authority with recommended language (*HO-1*)
- ? List possible alternates for MAC Coordinator (possibly CWN contract)

RMCG discussed the National direction for MAC concerning Predictive Services. *Jim Krugman has the information and will facilitate getting it added to the package.*

Agency Administrator Liaison – Need to discuss how the Liaison is activated and who activates it.

*The MAC Exercise will begin at 0900 at the Rocky Mountain Coordination Center, April 13, 2004.*



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### Funding for Incident Information Center Manager for 2005

Larry Helmerick, Incident Information Center Manager at RMC is currently funded through the National Park Service. The current funding will not cover all his costs in 2005. He presented RMCG with a request for additional funding to augment the NPS by assisting with travel and training costs in support of the Rocky Mountain area (RMA) incidents and RMCG. (HO-2)

**Decision:** RMCG will consider the request once a budget has been established for the group. Bill Wallis has agreed to develop a draft budget with the data collected during the week of the spring meeting. Bill will send the draft budget out to everyone for review. An overview of the budget and some background on its necessity will be presented to the Agency Administrators at the meeting next week. (MAC Exercise)

### Memorandum of Understanding (MOU), San Juan Basin Technical School (HO-3)

Darrell Ausborn presented the MOU for RMCG approval giving San Juan Basin Technical School authority to issue National Wildfire Coordinating Group (NWCG) Certificates of Course completion for wildland fire courses they plan to offer.

**Decision:** RMCG signed and approved the MOU with the recommendation that a 6<sup>th</sup> item be added to the mutually agreed to items. The recommendation is:  
"6. This MOU expires in 5 years from the date of signature and will be reviewed annually for accuracy."  
Darrell will send a copy of the MOU to each RMCG member and to the Training Committee.

RMCG discussed the need for the annual review of all the MOUs with the various colleges and who is responsible for the review.

**Decision:** RMCG will task the Training Committee to do the annual review of all the MOUs and to add the responsibility to their Charter. Darrell will convey the message to the Committee.

Joyce will look for copies of the other MOUs.

### RMCG Web Page

Several RMCG Committee Liaisons said their Committees complained about a lack of communication between the various RMCG Committees. For example, they are not seeing the meeting minutes or meeting dates for all the other Committees. It was decided the RMCG Web page would be the logical place to post all this sort of information. This would give everyone one location to look for information concerning RMCG and Committees. Some of the additions they would like to see on their Web page were:

- ? Committee Charters
- ? Committee meeting notes
- ? Upcoming meetings notifications and agenda for RMCG and Committees
- ? Plan of work for Committees

**Decision:** Joyce will discuss it with Flint Cheney and/or Doug Wagoner.



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### **Operations Committee Update, Dave Carter**

The new Charter for the Operations Committee was previously presented to RMCG but has not yet been signed. Dave Carter recommended it be signed.

**Decision:** Rich Homann signed the Operations Committee Charter (Attach. A)  
Joyce will send a copy to Mike Hostetler and each RMCG member.

### **OPS Committee Issue Paper – Operations Committee Operating Guide/Charter (HO-4)**

The Operations Committee has Operating Guide which will provide standardization to how the Operation Committee conducts business. The roles, considerations, and protocols of the Committee are gathered into one document which will provide better organization and efficiency.

**Decision:** RMCG approved the issue paper with one modification; change identifier “Duty Officer” to “Point of Contact”, page 1.

### **OPS Committee Issue Paper – Incident Management Team (IMT) Operating Expenses (HO-5)**

With IMTs being tasked with ever more complex assignments and at increased frequency, RMCG needs to find a way to establish an annual operating budget for each IMT within the RMA. There are certain items that are becoming common place in the inventories of many other IMTs across the country. List of many possible items was developed and attached to the issue paper.

**Decision:** RMCG deferred the issue paper with the following explanation:  
“RMCG is working toward developing a budget coupled with identifying agency fair share contributions. RMCG will keep Teams and Committees informed of their progress.”

### **OPS Committee Issue Paper – Supervisor Appreciation Letters (HO-6)**

Each year the OPS Committee struggles to fill positions on the area IMTs. Surveys indicate this could be due to lack of Supervisor support. Supervisors are asked to let their people participate on IMTs while unit targets are not being met and home units are carrying the bill for team meetings, training, etc. The OPS Committee recommends RMCG write letters of appreciation to the Supervisors of Team members with an additional letter from the agency head such as the Regional Forester of State Director. They feel this would be a great help in gaining supervisor support.

**Decision:** RMCG approved the issue paper with the following modification:  
Change “could” to “will” in the body of the recommendation, second paragraph.

### **OPS Committee Issue Paper – Area Type II Team Rotation and Rest (HO-7)**

Both Type II Teams in the RMA are on an almost constant on-call status during the active fire season. When one of the Teams is assigned, the remaining Team moves up on call. The Team members have little to no opportunity to schedule needed personal or job related tasks. A recent survey indicated this to be a deterrent to team participation. The OPS Committee recommends:

1. Developing a rotation schedule where each team has a periodic week off to allow team members to schedule needed personal or job related tasks.



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2. The Incident Commanders in consultation with the OPS Committee contact may request and be granted an extended period off-call beyond the two day minimum R & R period after an assignment.

**Decision:** RMCG approved the issue paper with the following modification:  
**Modify Alternative #2, new Selected Alternative, 3. Consult with RMCG Duty Officer or MAC Coordinator.**

### **Fuels and Fire Use Committee Update, Bill Wallis**

The Committee has developed a template for a standardized burn plan format for the RMA. (HO-8) The Committee is recommending the template be used on a voluntary trial basis by agencies in 2004. Comments and suggested improvements are to be provided to the Committee so revisions can be made with the recommendation of RMA-wide usage. Bill will send the format to everyone for review but did not have a copy with him.

**Decision:** RMCG supports the recommendation of the Committee on a trial bases and will rely on the Committee to assure it meets the needs and policies of the individual agencies.

The Committee is also working on a Guide describing when and what type of Team to call for Incidents. Copies will be sent out for review.

### **Incident Business Committee Update, Ray Weidenhaft (HO-9)**

The Business Committee if concerned the other Committees are having discussions at their meetings that the Business Committee would like to be involved with but they are not getting the information about the meeting, particularly the Operation Committee. This brought up the discussion of the Web page having a link for all Committee meetings. Each Committee is responsible for involving other Committees.

**Decision:** RMCG supports the concept and encourages OPS Committee participation on the Incident Business Committee.

The Incident Business Committee has a concern with tracking daily use of Federal equipment on incidents. There is currently not a process to verify time for individual Federal equipment, on an incident, to satisfy internal and external audit needs. They are talking about developing a daily spreadsheet for tracking daily use to be used when paying the bills. (HO-10)

**Decision:** RMCG feels there are agreements in place that tell us what is needed and how the bills will be paid. If what was agreed upon is no longer enough, we need to revisit the agreement. The Committee needs to stay active on this issue by reviewing the agreements. The Committee needs to come up with some consistency and develop a standard for all agencies. Ray will convey this decision to the Committee.

Kermit Johnson of the Incident Business Committee presented RMCG with a list 2004 planned accomplishments. (HO-11)

**Decision:** RMCG approved the list of accomplishments and it was signed by Rich Homann.



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### **Safety Committee Update, Joe Lowe**

Joe was not present at the meeting so there was no update. **Rich Homann will contact Joe and ask for a list of the members on the Committee. Rich will distribute the list to all members.**

### **RMCG Action Log Review**

The RMCG Pending Action Log was reviewed and updated.

### **Miscellaneous Topics**

Casey McCoy, RMCG representative from Kansas State Forest Service, will be leaving to take a new job. **We all wish him well and Rich Homann will write a letter of appreciation.**

Len Dams passed out a document on the Northern Rockies Coordinating Group Fire Severity Authorization. The document was prepared by the Predictive Services Unit and addresses how fire conditions exceed those upon which the current fire management program is based in both duration and magnitude. Len asked members to take a look at the document and be prepared to discuss severity at the meeting Tuesday. (MAC Exercise)

There was some discussion concerning signing up of a couple ADs that are currently on Teams.

### **Draft RMA Fire Management Strategic Plan for 2004 Fire Season**

Linden passed out copies of the Draft RMA Fire Management Strategic Plan for 2004 fire season. **(HO-12)** He asked members to review it before he meeting next week with hopes of fine tuning the document at the meeting. The strategic plan was developed through a review of documentation, weather and fuels data, interviews of Fire Managers within the Area and drawing upon lessons learned in prior years fire events in the RMA and other Geographic areas.



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### **Attachment:**

- A. Charter, Operation Committee

### **Handouts**

1. MAC Delegations of Authority
2. Expenses for Incident Information Center Manager
3. MOU, San Juan Basin Technical School
4. Issue Paper, Operations Committee Operating Guide
5. Issue Paper, Budget for IMTs
6. Issue Paper, Supervisor Appreciation Letters
7. Issue Paper, Area Type II Team Rest and Recuperation
8. Recommendations from Fuels and Fire Use Committee
9. Incident Business Committee request for Operations Representative
10. Change in Documentation of Federal Equipment on Incidents
11. Incident Business Committee list of 2004 Accomplishments
12. Draft Rocky Mountain Fire Management Strategic Plan for the 2004 Fire Season





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** Action Items from 04/15/2004** - Fort Collins, Colorado					
ITEM #	ACTION ITEM 1	DUE 2	RESPONSIBLE 3	STATUS 4	PAGE 5
1.	Add National direction for MAC concerning Predictive Services to the MAC 2004 package.	ASAP	Jim Krugman	P	1
2.	The MAC Exercise at the Rocky Mountain Coordination Center.	04/15/04 0900	RMCG Agency Administrators	P	1
3.	Consider request for funding to augment NPS funding for Information Center Manager.	2005	RMCG	P	2
4.	Develop is draft RMCG budget to present to RMCG and Agency Administrators	04/13/04	Bill Wallis	P	2
5.	Make the recommended change to the MOU for San Juan Basin Technical School.	ASAP	Training Comm.	P	2
	Convey the above message to the Training Committee.	ASAP	Darrell Ausborn	P	2
6.	Do an annual review of all the MOUs with the various colleges and Training academies.	Annually 2004	Training Comm.	P	2
	Add the responsibility to the Charter.	2004	Training Comm.	P	2
	Convey the above message to the Committee.	ASAP	Darrell Ausborn	P	2
	Look for copies of the MOUs.	ASAP	Joyce Feeley	P	2



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ITEM #	ACTION ITEM 1	DUE 2	RESPONSIBLE 3	STATUS 4	PAGE 5
7.	Make changes and additions to the RMCG Web page, such as: ? Committee Charters ? Committee meeting notes ? Upcoming meetings notifications and agenda for RMCG and Committees ? Plan of work for Committees  Contact and discuss it with Flint Cheney and/or Doug Wagoner.	ASAP     ASAP	Flint Cheney or Doug Wagoner     Joyce	P     P	2     2
8.	Pursue the use of the Prescribed Fire Plan template by the RMA Agencies on a voluntary trial basis.  Assure the template meets the needs and policies of the individual agencies.	2004	Fuels and Fire Use Comm.	P	3
9.	Encourage other RMCG Committees become involved with each other by attending the other Committee's meetings.	On-going	RMCG Committees	P	3
10.	Stay active on the issue concerning tracking daily use of Federal equipment on incidents. There is currently not a Develop a standard process for all agencies to verify time to satisfy audit needs  Convey this decision to the Committee.	2004    ASAP	Incident Business Comm.   Ray Weidenhaft	P   P	3   3





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11.	Contact Joe Lowe for a list of the members on the Safety Committee.	ASAP	Rich Homann	P	3
	Distribute the list to all members.	ASAP	Rich Homann	P	3
12.	Write a letter of appreciation thanking Casey McCoy for his participation of the RMCG	ASAP	Rich Homann	P	3
	Look at the document (Northern Rockies Coordinating Group Fire Severity Authorization) and be prepared to discuss severity.	04/13/04	RMCG	P	3